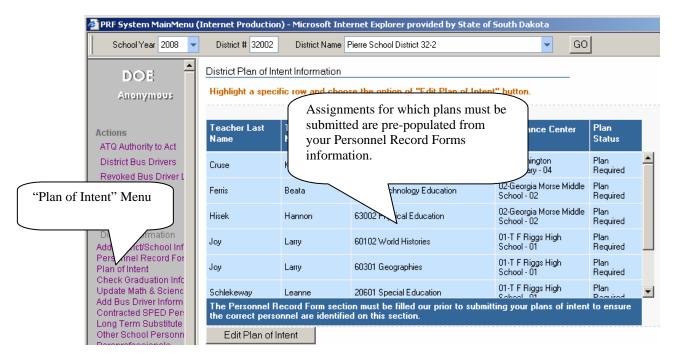


Plan of Intent Directions School Year 2007-2008

<u>PLEASE NOTE:</u> Personnel Record Forms screen must be updated before moving to the Plan of Intent screen!



Adding an Plan

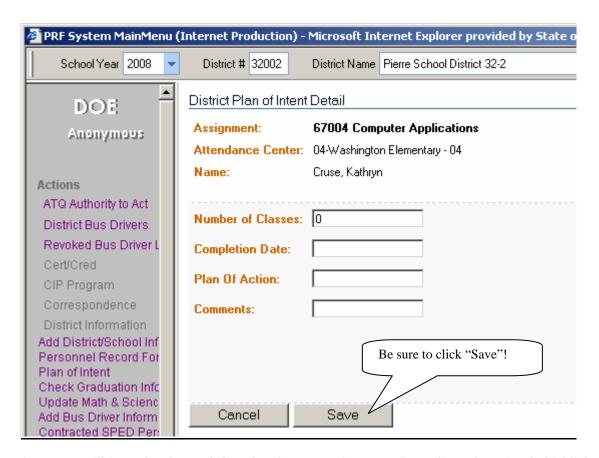
<u>STEP #1:</u> Highlight the assignment for which you are submitting a plan by clicking on the row. Then click "Edit Plan of Intent".

<u>STEP #2:</u> Fill in the number of classes. For example, if a teacher is teaching two Computer Applications classes, put in 2. Then fill in the date the teacher will achieve full competency in the subject area taught. Fill in the plan for how the teacher will achieve full competency, and finally add any comments you may wish to make. Be sure to click "Save"!

1

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<u>STEP #3:</u> Fill in a plan for each listed assignment. If you need to edit a plan, simply highlight the assignment and click "Edit Plan of Intent".

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